



SENIOR RIGHT OF WAY AGENT
DEPARTMENTAL PROMOTIONAL
CONTINUOUS TESTING

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN RELEASED ON 07/19/07
FOR CONTINUOUS FILING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION
INFORMATION

THIS EXAMINATION WILL CONSIST OF A SUPPLEMENTAL APPLICATION WEIGHTED PASS/FAIL AND A WRITTEN EXAMINATION WEIGHTED 100%. **Candidates who have successfully completed the Internet examination will be scheduled for the written portion of the examination.**

INTERNET TESTING
DEADLINE

THIS EXAMINATION ALLOWS FOR CONTINUOUS TESTING ON THE INTERNET AND THE ADMINISTRATION OF A WRITTEN EXAM ON AN ANNUAL BASIS. CUT-OFF DATE FOR THE INTERNET TESTING IS MARCH 1, 2009.

NOTE: Candidates are allowed to compete in the internet and written exam once every 12 months.

WHO MAY APPLY

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation.

HOW TO APPLY

THE SUPPLEMENTAL APPLICATION FOR THIS EXAM IS BEING ADMINISTERED ON THE INTERNET. YOU MAY APPLY BY CONNECTING TO <https://forms.spb.ca.gov/srw/> AND FOLLOWING THE ON-LINE INSTRUCTIONS.

Please Note: Applicants must read the instructions in the computerized supplemental application thoroughly. You are limited to listing just one verifying supervisor next to each response. However, in responding to each question you should give yourself credit for all your years of experience on each question, not just your experience working for that one supervisor. **Before taking the internet portion,** you may contact the Department of Transportation Examination Unit, if you have any questions regarding this examination.

DO NOT SUBMIT A STATE APPLICATION FORM (std.678) EVEN IF YOU HAVE PREVIOUSLY PASSED THE SUPPLEMENTAL APPLICATION PORTION OF THIS EXAM. THE SUPPLEMENTAL APPLICATION FORM FOR THE SENIOR RIGHT OF WAY AGENT EXAMINATION IS CONTAINED IN THE INTERNET TESTING PROCESS.

REASONABLE
ACCOMMODATION

If you have a disability and need special testing arrangements call the Department of Transportation Examination Unit at (916)227-2139. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$5576 - \$6727

WRITTEN TEST
DATE

Candidates who pass the Internet portion of the examination will be scheduled for the written portion of this exam. **The written exam will be held on June 20, 2009. The written exam will be administered on a Saturday.** If your religious beliefs prevent you from taking an examination on Saturday, please contact the Examination unit at (916) 227-7858 when you receive your Notice of Written Test.

Eligible candidates will be notified by mail approximately 10 days in advance of the written test date.

REQUIRED
IDENTIFICATION
REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NOTE: All applicants must meet the education and/or experience requirements at the time they take the Internet test.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM
QUALIFICATIONS

Either I

Two years of experience in the California state service performing the duties of an Associate Right of Way Agent.

Or II

Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use where consideration must be given to socioeconomic and environmental factors, coordinated planning for the relocation of utilities, displaced persons and businesses and the development of replacement housing units and including two years of experience in the independent appraisal and negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, restriction of access, and similar complicating factors. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Associate Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

APPROVED
UNAPPROVED
EXPERIENCE

APPROVED EXPERIENCE: Incumbents in the following classifications have been determined to possess the qualifying experience for meeting the minimum qualifications: Associate Right of Way Agent, Associate Land Agent, Associate Real Property Agent, Associate Property Appraiser, and Chief Highway Outdoor Advertising Program.

SPECIAL PERSONAL
CHARACTERISTICS

Requires an interest in and aptitude for real property negotiations and appraisal work, sales ability, and the ability to make effective oral presentation before the public, willingness to work odd hours, and to travel throughout the State.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION	<p>This is the first supervisory level in the Right of Way Agent series. In a district under general direction, directs and is responsible for the successful completion of a major phase or phases of Right of Way program activities. As principal assistant to the supervising level, assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. In the smallest districts, may act as Deputy District Director, Right of Way. Responsibility includes programs and budgets, staff development and training, and Right of Way EDP systems development. In the Division of Right of Way, administers statewide standards of a major phase of Right of Way activities. Some of the Senior Right of Way positions supervise lower level Right of Way Agents. Responsibility may include programs and budgets, professional practices, staff development and training and Right of Way EDP systems development. These positions may also advise and consult with district Right of Way Program staff, including review and approval of work from assigned districts. A number of Senior Right of Way Agent positions act as primary staff specialists in the development and implementation of statewide policy, standards, procedures, training programs, legislation and intergovernmental agency liaison in assigned program areas.</p>
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EXAMINATION
INFORMATION

This examination will consist of a Supplemental Application weighted Pass/Fail and a Written Test weighted 100%. IN ORDER TO OBTAIN A POSITION ON THE ELIGIBLE LIST, A MINIMUM SCORE OF 70% MUST BE OBTAINED IN THE WRITTEN EXAM.

SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL

- Scope:
- A. Knowledge of:**
1. Policies and procedures related to transportation facilities and their impact on the community and environment.
 2. General real estate investment practices as related to acquisitions, management, and disposal of real property interests.
 3. Real property laws related to acquisition and management of properties and/or rights of way.
 4. Social and economic impacts resulting from acquisition of property and construction of transportation improvements.
 5. Transportation facility construction and maintenance as related to rights of way.
 6. Analytical methods to prepare appraisal reports.
 7. Appraisal process in order to acquire and lease properties and/or rights of way.
 8. Economic forces affecting real property in order to accurately estimate value.
 9. Deed restrictions, easements, and encroachments to estimate value, clear title, and acquire properties.
 10. Planning and zoning ordinances to accurately estimate property values.
 11. Negotiation techniques to acquire real property rights and interest for transportation projects.
 12. Uniform Relocation Assistance and Real Property Acquisition Policies Act to ensure compliance when performing acquisition and/or relocation activities.
 13. Eminent domain laws and procedures related to acquisition of real properties and rights.
 14. State and Federal laws and regulations pertaining to relocation assistance.
 15. Policies, procedures, and laws governing utility facilities to assist in appropriate relocation.
 16. Basic engineering terminology.
 17. Basic mathematics.
- B. Skill to:**
1. Clearly explain organizational policies and procedures and industry standards, and guidelines to a variety of audiences.
 2. Implement statewide legislation pertaining to real property activities.
 3. Develop statewide standards, policies, and procedures pertaining to right of way activities.
 4. Analyze route estimates.
 5. Prepare market value appraisals for transportation-related (partial) acquisition of properties and/or rights of way.
 6. Accurately appraise complex real properties involving severance damages and benefits.
 7. Analyze complex real property transactions to adopt or recommend an effective course of action.
 8. Conduct complex negotiations with the general public to acquire real property interests and/or right of way.
 9. Negotiate transactions with utility owners, railroads, and/or governmental agencies on transportation-related right of way matters.
 10. Acquire and condemn real property rights for transportation project purposes.
 11. Provide relocation assistance to displaced individuals and businesses.
 12. Plan relocation assistance activities to minimize the social and economic impact on community.
 13. Manage the rental and maintenance of acquired properties prior to clearance and construction of the transportation project.
 14. Dispose of excess rights of way to maximize return on publicly owned assets.
 15. Conduct private and public sales of excess land improvements.
 16. Coordinate clearance of improved properties required from transportation projects.
 17. Operate a personal computer, using various software applications.
 18. Use work processing software applications.
 19. Use data processing systems to monitor and manage right of way activities.
 20. Assimilate technical facts when preparing reports and correspondence.
 21. Review technical right of way work projects for accuracy and compliance with organizational standards.
 22. Read and comprehend basic legal terminology to develop or interpret legal documents such as deeds, land titles, leases, contracts, and agreements.
 23. Read and interpret engineering plans and maps.
 24. Perform accurate mathematical calculations using basic financial and algebraic functions and concepts.

WRITTEN TEST – WEIGHTED 100%

- Scope:
- A. Knowledge of:
1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation.
 2. Basic arithmetic.
 3. Basic algebra.
 4. Basic geometry.
 5. Development of replacement housing.
 6. Organization and procedures of the Department of Transportation and transportation facilities construction and maintenance as related to rights of way.
 7. Land development and investment practices.
 8. Federal Highway Administration policies and procedures relative to right of way activities.
 9. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment.
 10. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas.
 11. Principles of public administration, including personnel management, budgeting, and supervision.
 12. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way in transportation facility construction and maintenance.
 13. The social and economic impact of public improvements.
 14. The Department's safety, health, affirmative action and labor relations program objectives.
 15. A supervisor's role in safety, health, Equal Employment Opportunity and the processes available to meet these program objectives.
- B. Ability to:
1. Speak and write English clearly and effectively.
 2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes.
 3. Common methods of describing real property.
 4. State and Federal relocation assistance requirements.
 5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process.
 6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
 7. Make accurate mathematical computations and calculations.
 8. Reason quickly, logically, and creatively in unique and stressful situations.
 9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations.
 10. Follow directions.
 11. Organize workload.
 12. Lead and direct the work of others.
 13. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.
 14. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State.
 15. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program.
 16. Conduct private and public sales, conduct complex negotiations, confer with attorneys.
 17. Develop and prepare capital and support budgets.
 18. Monitor project scheduling.
 19. Coordinate right of way certification.
 20. Prepare route estimates.
 21. Develop and implement EDP systems.
 22. Coordinate staff training and development activities.
 23. Analyze complex situations accurately and adopt or recommend an effective course of action.
 24. Plan, organize, direct and make decisions involving the work of a right of way staff.
 25. Effectively contribute to the Department's safety, health, Equal Employment Opportunity objectives.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the Department of Transportation. The names of successful competitors will be merged onto the list. Competitors’ eligibility will expire 48 months after it is established.

VETERANS
PREFERENCE POINTS

Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1817, three business days prior to the written test date if he/she has not received his/her notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.